

## Sample Staffing Guidelines for On-Site Production

Number of Meal Equivalents*	Conventional**		Convenience***	
	MPLH	Total Hours	MPLH	Total Hours
Up to 100	8	9-12	9	9-11
101-150	9	12-16	10	11-14
151-200	10-11	16-17	12	14-16
201-250	12	17-20	14	16-18
251-300	13	20-22	15	18-20
301-400	14	22-29	16	20-25
401-500	14	35-40	18	25-28
501-600	15	40-43	18	28-34
601-700	16	40-43	19	34-37
701-800	17	43-47	20	37-40
800+	18	47+	21+	40+

\*Meal equivalents include breakfast and a la carte sales. Two breakfasts equate to one lunch. A la carte sales of \$2.00 equate to one lunch.

\*\*The conventional system is preparation of food from raw ingredients on the premises (using some bakery bread and prepared pizza and washing dishes).

\*\*\*The convenience system is using the maximum amount of processed food (for example, using all bakery breads, pre-fried chicken, and proportioned condiments, and using disposable dishes).

### Alternate Guidelines

1. Lunch Average Daily Participation (students and adults)
2. Estimated Breakfast ADP (students and adults)
3. 75% of No.2
4. Average Daily Nonprogram Sales
5. No. 4 divided by \$1.75
6. Average Daily Lunch Equivalents (No. 1+3+5)
7. Labor hours needed = No.6 divided by applicable meals per labor hour from guidelines

#### Guidelines

Total Meals	Meals per Labor Hour
1-50	8
51-100	9
101-150	10
151-200	11
201-300	12
301-400	13
401-500	14
501-600	15
601-700	16
701-800	17
Over 800	18